

# Public Access



- ◆ Provide Public Access
- ◆ Inspection and Reproduction of Campaign Statements



## ***Provide Public Access***

All statements and reports filed (including the campaign log sheet) pursuant to the Political Reform Act are public documents and must be open for public inspection and reproduction during regular business hours.

Statements and reports must be made available as soon as practicable, but not later than the second business day following the day on which they are received.

## ***Inspection and Reproduction of Campaign Statements***

No conditions may be imposed upon persons desiring to inspect or reproduce campaign statements, and no information or identification may be required from such persons.

Copies of statements rather than the original statement should be provided to the public for viewing purposes.

Copies must be provided at a charge not to exceed 10 cents per page. In addition, filing officers may charge a retrieval fee of up to \$5 per request for copies of statements which are five or more years old. A single request for more than one report or statement is subject to one retrieval fee. Copies may be provided free of charge.



Date stamp the cover page of each statement when received. Make a copy of each statement and place it in a binder for public request and reviewing.